

MARYLAND APPRENTICESHIP 2.0 *Training that Works.*



STATE OF MARYLAND

DLR

DEPARTMENT OF LABOR, LICENSING AND REGULATION



CHANGING
Maryland
for the Better

Apprenticeship: The Basics



What is Apprenticeship?

Official Definition

Apprenticeship is an earn-and-learn strategy combining on-the-job training with related (classroom) instruction, blending the practical and theoretical aspects of training for highly-skilled occupations.

Apprenticeship programs are sponsored voluntarily by a wide range of organizations, including individual employers, employer associations, joint labor-management organizations, and other workforce intermediaries.



What is Apprenticeable?

The position must meet the training criteria below. The occupation can be in a traditional or non-traditional occupation.

Think Outside of the Box!

There's a 1st Time for Everything!

► **On-the-Job Training (OJT) must:**

- Consist of at least 2,000 hours per year of the apprenticeship.
- Take place at the work site under the direction of a highly skilled journeyworker(s).

► **Related Instruction (RI) must:**

- Have at least 144 hours of related instruction per year of the apprenticeship.



Types of Apprenticeships

The required apprenticeship terms noted on the prior slide may be measured by any of the following approaches.

► **Time-Based Approach:**

- A method that measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

► **Competency-Based Approach:**

- A method to measure skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor.

► **Hybrid Approach:**

- A method to measure an individual apprentice's skill acquisition through a combination of a specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.



Registered Apprenticeships

1. Employer Involvement

Programs *start* with employer needs

Employers are the foundation for the program

2. Structured and Supervised On-the-Job Training (OJT)

Provided by sponsor/employer

Competencies are attained through a minimum of 2,000 hours of On-the-Job Training

3. Related Instruction (RI)

The classroom training or associated curriculum (144 hours per year)



4. Rewards for Skill Gains

Progressive wage increases as apprentice increases proficiency

5. National Occupational Credential

RA Completion Certificate is a recognized post-secondary credential under WIOA

Stackable and portable

The TEAM



- **Program Sponsor**
 - ▶ Responsible for administering the program (completes the paperwork and data entry)
 - ▶ Can be the employer or another entity or intermediary such as a community college
- **Employer(s)**
 - ▶ Can be a group of employers
 - ▶ Foundation and driver of the program
 - ▶ Provider of OJT
 - ▶ Often the program sponsor
- **Provider of RI**
 - ▶ Can be the employer, community college, joint apprenticeship training committee, or other entity
- **Workforce System**
 - ▶ Multiple opportunities for the workforce system to partner with programs – both **BEFORE** and **AFTER** an individual becomes an apprentice



Apprenticeship Expansion

“Apprenticeships are proven workforce development tools that greatly benefit our students, workers, and job creators. This program’s ongoing growth provides our state’s workforce with expanded opportunities to learn new skills and grow in their careers. These apprenticeships provide Maryland workers across numerous industries with more opportunities to succeed, and our job-creators with the skilled workforce they need to compete in today’s market.”

--Maryland Governor Larry Hogan

“Modern apprenticeships work in any industry. Further, they work for every employee, whether they are starting out in a career, looking to grow in an existing career, or desiring a change late in their career. Registered apprenticeships are open for all Marylanders.”

--Secretary Kelly Schulz, Maryland Department of Labor, Licensing and Regulation

Apprenticeship Expansion



Apprenticeship**USA**

In November, 2016, the U.S. Department of Labor awarded \$50.5 million in Expansion Grants to help states develop and implement comprehensive strategies to support apprenticeship expansion.

The grants are helping states to engage industry and workforce intermediaries, employers, and other partners to expand and market apprenticeship to new sectors and underserved populations; enhance state capacity to conduct outreach and work with employers to start new programs; and expand and diversify participation in apprenticeship through state innovations, incentives, and system reforms.

Apprenticeship Expansion



Apprenticeship**USA**

Maryland was tied in receiving the third highest award -- \$2 million for an 18 month period.

DLLR has been utilizing grant funds and leveraged resources to grow and diversify RAs in Maryland by focusing on three critical elements: Staffing/Infrastructure, Outreach/Education, and Advancing Innovative Practices.

We are approaching the end of the first grant cycle. Maryland has met or exceeded all major deliverables and is preparing for the second of three planned grant cycles.

Apprenticeship Expansion

Staffing/Infrastructure

The Maryland Apprenticeship and Training Program (MATP)
historically had a staff of 2.5 FTEs.

MATP Staff now consists of 13.5 FTEs (RA related only).

This growth allows for greatly enhanced customer service capability.

1 – Director

1 – Program Manager

1 – Apprenticeship & Training Representative (ATR)

1 – Targeted Populations Grant Program Manager

1 – Admin Support via Senior Community Service Employment Program(SCSEP)

8 – Navigators (Of these, 5 new hires are fully funded by the AUSA grant)

Apprenticeship Expansion

Outreach and Education

- Trainings for Local Workforce Development Areas
- Interagency Collaboration and Training
 - DORS
 - Commerce
- Outreach to Businesses
 - Current sponsors
 - Prospective sponsors
- Outreach to Jobseekers
 - Students and Parents
 - Community Organizations
 - Job Fairs & Workforce Area Events

Apprenticeship Expansion

Advancing Innovative Practices

- \$500,000 was allocated to fund a pilot program that seeks to mitigate the hiring challenges found within the Healthcare industry by drawing on an untapped resource, internationally trained skilled immigrants.
- In May 2017 Maryland announced the approval of the State's first competency based apprenticeship for the occupation of *Environmental Care Supervisor*. The Baltimore Alliance for Careers in Healthcare (BACH) serves as the program's sponsor.
- Other occupations have and will continue to come on line throughout the next several months.

BACH Success Story

SUMMARY: Baltimore Alliance for Careers in HealthCare (BACH) engages key organizations with extensive experience in healthcare, workforce development, and serving skilled immigrants. Through its work with seven major healthcare employers in the Baltimore region, BACH has a frontline understanding of workforce needs as well as experience in convening employers, to ensure efforts are industry-led. To date, BACH has created registered apprenticeship programs for the occupations of Environmental Care Supervisor and Surgical Technologist.

BACH has worked to develop additional occupations to expand their Registered Apprenticeship Program. Competency Based Occupations currently being developed are as follows:

1. Licensed Practical Nurse, and
2. Central Sterile Processing Technician.

UPDATE: The Johns Hopkins Hospital System has also requested their next cohort of Registered Apprentices. The new cohort will bring a total of twelve (12) to Johns Hopkins which is eight (8) more than originally projected. The employer has been so pleased with the effectiveness of the program and cost savings being realized that they are now developing a Return on Investment (ROI) calculation for the sponsor.



Apprenticeship Expansion

Advancing Innovative Practices

- DLLR has established an Apprenticeship Innovation Fund (AIF) to invest in programs that support and enhance Registered Apprenticeship expansion strategies.
 - The AIF is a competitive grant fund intended to seed the implementation of new and promising ideas, or to adapt proven strategies at the systems or service delivery level, so as to expand the reach of Registered Apprenticeship programs in Maryland.
- DLLR's commitment to innovative practices includes funds for expanded Pre-Apprenticeship and Registered Apprenticeship activities.

Apprenticeship Expansion

Apprenticeship Innovation Fund Recipients

- Finishing Trades Institute
- Tranzed Apprenticeship Services (expand non-traditional IT RA program)
- Tranzed Apprenticeship Services (create pre-apprenticeship program)
- Maryland Manufacturing Extension Partnership
- Tree Care Industry Association
- Community College of Baltimore County (develop RI for Arborist RA program)
- Community College of Baltimore County (create CNC Machinist pre-apprenticeship)
- Alliance Technology Group
- Virginia L. Grant Foundation
- Mid-Atlantic Carpenters Training Center
- Cyber Security Association of Maryland
- 1199 SEIU Training and Upgrading Funds MD/DC
- Frederick Community College, Mid Atlantic Center for Emergency Management
- Education Foundation for Baltimore County Public Schools



AIF Success Story

The Mid-Atlantic Carpenters Training Center (MACTC)

SUMMARY: AIF funds were utilized to develop and implement an eight (8) week Pre-Apprenticeship curriculum/training program that consists of 320 total hours of instruction. This effort initially focused on the training of eight (8) women into non-traditional training and employment within the pile driver, welding, and concrete form occupations. When the total number of women was not able to be reached the grant was modified to allow four (4) men to be training. Of the eight (8) participants training seven (7) successfully completed the training and were placed into employment as Registered Apprentices. (Four of the seven to successfully complete and be placed were comprised of women.)

UPDATE: The MACTC are beginning a second Pre-Apprenticeship class for women in February 2018 following the success of their AIF Funded class in 2017. The 2018 class will be completely funded by the MACTC.



Apprenticeship Expansion

Advancing Innovative Practices

- DLLR has also established an Apprenticeship Expansion Fund (AEF) to invest in programs that support and enhance Registered Apprenticeship expansion strategies.
- The AEF makes funds available to support a portion of the costs of Related Instruction for:
 - 1) new sponsors of Registered Apprenticeship,
 - 2) existing sponsors of Registered Apprenticeship, that have been inactive for five or more years but that now wish to reactivate their programs with new apprentice(s),
 - 3) employers who previously participated with a Registered Apprenticeship sponsor and have been inactive for five or more years but that now wish to resume their participation, and
 - 4) new employers participating for the first time with a Registered Apprenticeship Sponsor.

Active Apprentices

(17.2% Growth since 1/1/15)

January 1, 2015 – **8,135**

June 30, 2016 – **8,441**

December 31, 2017 – **9,532**

New Apprentices During FY 17

3,135

Completers During FY17

1,012



Outside the Box

Sample of New Industries and Occupations

- ▶ **Healthcare:**
 - ▶ Environmental Care Supervisor
 - ▶ Patient Care Technician
 - ▶ Surgical Technologist
 - ▶ Pharmacy Technician
- ▶ **Information Technology:**
 - ▶ Information Technology Professional
 - ▶ Digital Marketing Professional
 - ▶ Cyber Security Professional (Levels 1 and 2)
- ▶ **Biotechnology:**
 - ▶ Instrumentation Technician
- ▶ **Tree Care:**
 - ▶ Arborist
- ▶ **Emergency Management:**
 - ▶ Emergency Management Specialist
- ▶ **Transportation/Logistics:**
 - ▶ Railcar Remediator (Tank Cleaner)
 - ▶ Railcar Repairer
- ▶ **Retail:**
 - ▶ Store Manager



RA Programs in Maryland

- **23** New Programs Added since Grant Award
- **12** Programs Reactivated since Grant Award
- **263** Approved Occupations; **102** currently have active apprentices
- **6** Pre-Apprenticeship Programs (as defined in TEN 13-12)



Youth Apprenticeship



The Department of Labor, Licensing and Regulation is proud to partner with the Maryland State Department of Education and the Department of Commerce in developing a pilot apprenticeship program in two local Maryland school systems (Frederick County and Washington County).



Apprenticeship Maryland was established with the passage of House Bill 942 (2015). The bill established an apprenticeship pilot program, Apprenticeship Maryland, to prepare students to enter the workforce by providing on-site employment training and related classroom instruction needed to obtain a license or certification for a skilled occupation. The program began in the summer of 2016 and lasts for two years.

Youth Apprenticeship

Each county superintendent from a participating school system may select up to 60 students to participate in the program. A student selected to participate in the program:

- May start the program in the summer or fall of the student's junior or senior year in high school;
- Must complete at least 450 hours of supervised work-based training;
- Must receive at least one year of classroom instruction relating to the student's eligible career track in the manufacturing industry or the science, technology, engineering, and math (STEM) industries;
- Must receive credit toward a high school diploma or a postsecondary credential, or both, for the work-based training and classroom instruction completed under the program; and
- Must complete the program before August 31 following the student's graduation.



Youth Apprenticeship

- **38** Participating Employers since Program Inception
- **20** Current Youth Apprentices
- **11** Completers During 1st Year of Program
- Preparing to expand program to be available to other counties to opt-in.



Pathways to Success

Electrical Pre-Apprenticeship Program

- The Independent Electrical Contractors, Chesapeake (IEC), in collaboration with the Department of Labor, Licensing and Regulation (DLLR), Howard County Public Schools (HCPS) and the Howard County Office of Workforce Development will conduct a pre-apprenticeship program.
- This program will serve up to 15 HCPS students and other qualified Howard County participants.
- The IEC will conduct a 200-hour electrical trade pre-apprenticeship program for the enrolled participants which will provide the classroom instruction and hands-on-skills training needed to enter into the IEC electrical registered apprenticeship and/or employment into the skill trades.





Leveraging Other Programs

MARYLAND BUSINESS WORKS

Maryland Business Works (MBW) is an incumbent worker training program. Training funds are provided to businesses serious about increasing employee productivity, upgrading the skills of current employees, and creating opportunities for expanding their existing workforce.

Specifics about MBW include the following:

- Private sector businesses with 500 employees or fewer that provide in-demand products or services are eligible to apply.
- There is a dollar-to-dollar match requirement, and a \$4,500 training cap funding level that may be awarded to a specific trainee for a project or series of projects.
- Maximum request per year cannot exceed \$40,000 per business applicant.
- MBW can fund: classroom-based training, in-house training, *apprenticeships*, and other opportunities for Maryland's businesses as they create and foster their talent pipeline.
- The program was funded with an initial \$1 million investment.

To date, **over 50** apprenticeship programs or participating employers have benefitted from MBW funding. Over 225 apprentices have benefitted from MBW funding with nearly **\$215,000** obligated to this training.

Apprenticeship Tax Credit

Effective July 1, 2017, an income tax credit is available for individuals or Maryland businesses that employ Registered Apprentices. Special considerations are as follows.

- ▶ The tax credit is available starting in the 2017 taxable year.
- ▶ The Apprentice must be employed for at least seven months during a taxable year.
- ▶ The Apprentice must be in a program registered with the Maryland Apprenticeship and Training Council (MATC).
- ▶ The tax credit is for up to \$1,000 per apprentice for the first year of his/her employment. Administered through DLLR, the taxpayer must provide proof of eligibility to accompany the tax return.
- ▶ DLLR may approve tax credits of up to \$500,000 annually statewide.



Section III

Apprenticeship and the Workforce System



Apprenticeship and the Workforce System

The Workforce Innovation and Opportunity Act (WIOA) provides an extraordinary opportunity for the public workforce system to promote Registered Apprenticeship programs. Key strategies offered by WIOA are noted below:

1. *Naming an apprenticeship representative to state and local workforce boards,*
2. *Including Registered Apprenticeship programs on the Eligible Training Provider List,*
3. *Promoting work-based learning to meet employer needs for skilled workers,*
4. *Supporting career pathways for youth through apprenticeship, and*
5. *Using the apprenticeship model as a key strategy in meeting the needs of business.*



Apprenticeship and the Workforce System

Apprenticeship & WIOA Services/Funding



Recruit and screen apprentice candidates for businesses

Basic skills to prepare job seekers for apprenticeship programs

Supportive services funding to help apprentices (who are WIOA –eligible) succeed

On-the-job training contracts with businesses to support apprentice wages (who are WIOA – eligible)

Individual Training Accounts for funding the classroom training part of an apprenticeship (who are WIOA –eligible)

Case Study

Apprenticeship and the Workforce System

SUMMARY: Zest Social Media Solutions, in Towson, utilizes social networking, web presence, niche building and event management to enhance their clients marketing and advertising. Tim Bojanowski, president, was experiencing turnover due to the fluid and ever changing technology and skill sets needed within the social media industry. Tim said, “I was looking for what amounts to an apprenticeship model that moves quickly, and can facilitate our very specific training.” This employer was connected to one of Maryland’s existing Registered Apprenticeship sponsors – TranZed Apprenticeship – and their Digital and Social Media program. Last year, Zest welcomed two apprentices. One of these individuals was homeless prior to his apprenticeship, barely surviving on minimum wage jobs.

The workforce system was able to assist this individual, who was determined to be eligible for WIOA services. \$3,000 was provided to him through an Individual Training Account (ITA) in order to help cover a portion of the costs of his Related Instruction for the apprenticeship. Without the efforts of his Local Workforce Development Area, this linkage could not have been made.

UPDATE: As this 12 month apprenticeship nears completion, all parties are thrilled with how things have been going. According to one of the apprentices, “The opportunity to learn while on the clock provides extra incentive to work and develop new skills. The apprenticeship has turned my life around almost overnight. The one-on-one format allows every lesson to be catered to my specific needs. It’s been an amazing experience so far.”



Apprenticeship and the Workforce System

Counties Howard County 

Row Labels 

BRITISH AMERICAN AUTO CARE, INC.
CAPITOL SPRINKLER CONTRACTING, INC.
GARY L. KAUFMAN FUNERAL HOME
MARYLAND PLUMBING, HEATING, COOLING CONTRACTORS, INC.
PARKER FUEL COMPANY, INC.
ROAD SPRINKLER FITTERS LOCAL UNION 669 JATC

Grand Total

Counties

Charles County
Dorchester County
Frederick County
Harford County
Howard County
Kent County
Montgomery County
Prince George's Co...

Section IV

Apprenticeship Resources



Become a Sponsor

- ◆ Register a program
- ◆ Present your program to the Maryland Apprenticeship Training Council (MATC) for approval
- ◆ Maintain your program with continued Maryland Apprenticeship staff assistance and support

Use the Maryland Workforce Exchange

- ◆ Advertise your program to a wide audience
- ◆ Pre-screen applicants
- ◆ Go beyond standard job descriptions by listing program requirements and specifications, as well as choose the number of applicant referrals accepted

Partner with local American Job Center Business Solutions Consultants and Higher Education Community

- ◆ Set up workshops or recruitment events
- ◆ Identify education and training opportunities statewide
- ◆ Access workforce training fund

DOL.GOV/Apprenticeship: Tools & Resources



Quick-Start Toolkit

5 Step Format to take you from “exploring” to “launching” a Registered Apprenticeship Program.

http://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf

Federal Resources Playbook for Registered Apprenticeship

Guide to resources from the Departments of Labor, Education, Veterans Affairs, Agriculture, Transportation, and Housing and Urban Development to support Registered Apprenticeship

<http://www.doleta.gov/oa/federalresources/playbook.pdf>



DOL Registration Site

An electronic apprenticeship standards builder that allows potential new sponsors to build and register their program online.

<http://www.doleta.gov/oa/registration/>

Pre-Apprenticeship information

https://wdr.doleta.gov/directives/attach/TEN/TEN_13-12.pdf

[https://doleta.gov/oa/preapp/pdf/Pre Apprenticeship GuideforWomen.pdf](https://doleta.gov/oa/preapp/pdf/Pre_Apprenticeship_GuideforWomen.pdf)



RACC Site

Find information on becoming a RACC member and a database of college members and sponsors.

<https://www.doleta.gov/oa/racc.cfm>





Youth Apprenticeships

Information, resources and instructions for participation.

<http://dllr.maryland.gov/aboutdllr/youthappr.shtml>



Maryland Business Works (MBW)

Training funds can be used to upgrade the skills of current employees while also creating opportunities for new hires in in-demand occupations and skills.

<http://dllr.maryland.gov/employment/mbw.shtml>

Maryland Apprenticeship and Training Program (MATP)

General information, resources and instructions for participation in a registered apprenticeship:

<https://www.dllr.state.md.us/employment/appr/>

Regulations and Guidance:

<https://www.dllr.state.md.us/employment/appr/>

**Recognized as a registration agent under
29 CFR 29**

Thank You!

